

Opening Date: 2/26/15 **REVISED**
Closing Date: Open Until Filled
Work Location: Austin, Texas
Monthly Salary: \$5,334 - \$5,625
Posting Number: 15-14
Group/Class: B20/0256
Travel: 0%
Division: O&A/IT – Project Management Office
Number of Positions: 1
Position No: 1378, 1268

JOB VACANCY NOTICE

Business Analyst (Systems Analyst III)

*Apply Via Mail/Hand Delivery: Texas Water Development Board
Stephen F. Austin Building, 1700 North Congress Ave., Room 670,
Austin, Texas 78701 or via facsimile (512) 463-7644 or email to
hr@twdb.texas.gov. Refer to Human Resources (512) 475-2142
Equal Opportunity Employer*

Job Description

Performs highly complex computer systems analysis work. Work involves planning and analyzing user requirements, procedures, and problems to automate processing or to improve existing systems. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

Essential Job Functions

- Assists in the design, development, and maintenance of various computer applications.
- Works closely and amicably with business areas and end users to determine system requirements and develops means of achieving desired business results through application and database design.
- Develops systems requirements specifications using a combination of interviews, document analysis, requirements workshops, storyboards, surveys, business process descriptions, use cases, scenarios, business analysis, and/or task and workflow analysis.
- Writes system requirements specifications documents according to standard templates in clear and concise language.
- Converts systems requirements into functional design documents to include the business process, design overview, and the data model.
- Manages requirements traceability and tracks requirements status throughout the project. Manages changes to baseline requirements through change control processes.
- Performs data analysis, data querying, and data migration functions.
- Proposes new application features and updates.
- Develops system test cases, testing plans, and coordinates testing of applications and application components.
- Coordinates deployment of new applications and changes to existing applications.
- Writes user guides for new applications and changes to existing applications.
- Works with business areas and project managers to help define project scope.
- Troubleshoots and solves problems relating to computer systems or programs.
- Performs related work as assigned.

Minimum Qualifications

- Bachelor's degree from an accredited college or university with major coursework in Computer Science, Information Science, Information Technology, Computer Engineering, Business, Environmental Sciences, or related field PLUS four (4) years of systems analysis experience.
- Relevant experience may be substituted for degree on a year-for year basis.

Preferred Qualifications

- Prefer familiarity with water resources information.
- Prefer experience with SQL Server Reporting Services and stored procedures.
- Prefer experience with GIS or scientific applications.

Knowledge, Skills, and Abilities

- Proven knowledge of the limitations and capabilities of computer systems and of the techniques used in the design of automated computer systems.
- Thorough understanding of the software development lifecycle.
- Proven skill in coordinating and solving problems; in scheduling, testing, installing, and implementing computer programs; and in troubleshooting computer systems.
- Proven skill in requirements gathering, analysis, system specifications, and verification.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002
Revised 4/11



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. www.twdb.texas.gov/jobs

Job Vacancy Notice (cont.)

Posting number: 15-14

- Proven analytical skills, including interviewing, listening, and facilitation to critically evaluate the information gathered from multiple sources, reconcile conflicts, convert high-level information into details, and develop computer application and database solutions.
- Excellent interpersonal skills to help negotiate priorities and to resolve conflicts among project stakeholders.
- Modeling skills to present system requirements in graphical forms.
- Knowledge of relational database management systems, including Microsoft Access and Microsoft SQL Server.
- Experience writing SQL queries.
- Proven ability to write clearly and concisely.
- Proven ability to provide good customer service.
- Proven organizational skills.
- Demonstrated ability to work well in a team environment.

Remarks

- Copy of required academic transcripts must be submitted at the time of interview, if selected for interview. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.